

Quarterly Estimated Tax Payments

Client Name: _____ Social Security #: _____ Tax Year: _____

Please Note

Enclosed for your convenience are your quarterly estimated tax payment vouchers and filing envelopes for the coming tax year. Please adhere to the payment schedules here for both the Federal and State estimated tax payment due dates to avoid any late fees or penalties. Record your payment details as indicated.

Important

1. Always mail your estimated quarterly tax payments with the voucher.
2. Never mail your quarterly payments with your annual tax return. These estimated tax payments are for the coming tax year not last year's tax return. If you owe a tax on the annual tax return just prepared for you, mail that tax payment separate from your estimated quarterly payments.
3. Always write your Social Security # and "Estimated Tax Payment" on your quarterly checks.

Federal Payment Record	Amount Paid	Date Paid	Check No. <small>or confirmation # if paying by credit card</small>
1st Quarter - Due by April 15*			
2nd Quarter - Due by June 15*			
3rd Quarter - Due by Sept. 15*			
4th Quarter - Due by Jan. 15*			

State Payment Record	Amount Paid	Date Paid	Check No. <small>or confirmation # if paying by credit card</small>
1st Quarter - Due by April 15*			
2nd Quarter - Due by June 15*			
3rd Quarter - Due by Sept. 15*			
4th Quarter - Due by Jan. 15*			

*If the 15th falls on a Saturday or Sunday, the due date is extended until the next Monday.